

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COMMUNITY MENTAL HEALTH AIDE**

Jurisdictional Class: **Competitive**
Date Adopted: **6/4/79**
Date Revised: **6/21/96; 10/18/02 (MQ's)**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **8**

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of important sub-professional duties and liaison work with patients and public and private agencies so that the professional staff of local mental hygiene agencies may devote more time to the complex and technical phases of their work. The work is performed in accordance with policies and procedures established by the agency with some leeway for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the professional staff in services related to treatment such as social training, recreation activity groups, follow-up studies, etc.;

May assist in the preparation of midday meals;

Makes necessary contacts to obtain referral data or other significant medical or psychiatric data;

May take incoming calls and if possible secures necessary information for transmittal to professional staff;

May explain agency policy and procedures in relation to personal data and substantiating documents;

May schedule and arrange appointments with professional staff;

May prepare and maintain case activity controls;

Transports patients as required where other transportation is not available;

Maintains statistical or other records of interviews, inquiries, complaints and appeals;

Planning and organizing social, recreational and educational activities;

Advocate through case management and interagency consultation;

Maintains case records with documentation of all pertinent data;

Provides supportive and informational services;

Participate in staff meetings and weekly supervision with Program Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of basic interviewing techniques; working knowledge of the techniques of report writing; ability to readily acquire an understanding of policies, laws and regulations relating to the Mental Health Program; ability to follow complex oral and written directions; ability to work effectively with public and private agencies and with the general public; ability to present oral and written comments and opinions clearly and concisely; ability to relate to the disabled; initiative and resourcefulness; and integrity.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's degree from an accredited or New York State registered college or university; **OR**
- (B) Associate's degree from an accredited or New York State registered college or university and two (2) years full-time experience (or it's part-time/volunteer equivalent) providing services in a human service organization; **OR**

Last Reviewed: 10/18/02 MQ'S
Last Updated: 6/21/96; 10/18/02 (MQ's)
Reviewed By: n/a
Last Reallocated: n/a

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- (C) Graduation from high school or high school equivalency diploma and four (4) years full-time experience (or it's part-time/volunteer equivalent) providing services in a human service organization);
OR
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT Equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.